

# CHIEF OF INSPECTION SERVICES

**GRADE: 26**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Chief of Inspection Services performs difficult professional and administrative work managing the activities of the Inspection Services Division within the Department of Community Planning and Development Services. The Chief of Inspection Services serves as the City's Building Official, leading a technical and professional staff with responsibility for the City's built environment, life safety and fire safety. The incumbent manages the complex activities of the Fire Marshal's Office, Construction Code Section, and Zoning Enforcement. The work has a major impact on the City and requires thorough knowledge of the sound and acceptable principles and standards of building construction, fire protection, the zoning ordinance, and building and fire code application and enforcement. The work requires considerable tact, discretion and persuasion in handling various situations and working with internal and external contacts including appointed and elected officials, architects, engineers, contractors, developers, citizens, etc. The work requires light physical demands, with occasional field inspections with exposure to situations where accidents or injuries are possible. There is considerable mental effort, considerable stress, and frustrations, with time constraints, which can make the work difficult when attempting to gain compliance. The incumbent's work has serious impact on the overall objectives of the department and is performed under the broad managerial direction of the Director of Community Planning and Development Services.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Directs, administers and supervises activities of the Inspection Services Division, including residential and commercial plan review and permit issuance, construction code inspections and enforcement, and enforcement of the City's zoning ordinance provisions. The code compliance enforcement includes the International Building, Plumbing, Mechanical, and Energy Codes, the National Electrical Code, State of Maryland Accessibility Code, safety and nuisance ordinances, and various licensing regulations.
- Directs, administers and supervises activities of the Fire Marshal's office, including plan review, permit issuance, inspections of construction and fire protection systems, and of existing structures for compliance with the City's Fire Code, which incorporates State of Maryland, and National Fire Protection Association codes and standards.
- Sets and administers Divisional rules, goals, objectives, operating policies and procedures, within Department parameters.
- Analyzes requests for code compliance waivers and issues decisions on such waiver requests; suggests alternative methods for code compliance when appropriate.
- Issues final, authoritative interpretation on the codes for staff internal to the organization and external to architects, engineers, contractors, property owners, and other design professionals.
- Authorizes new or unusual construction methods or materials.
- Reviews, recommends, and prepares changes to codes, ordinances and policies to improve the efficiency and effectiveness of the operation and to insure the City's compliance with State and Federal mandates relative to fire and construction codes.
- Reviews and approves or rejects submitted Complex Structures Agreements prior to issuance of permits for construction, and reviews and accepts or rejects submitted Professional Certification Letters prior to occupancy of new buildings falling under the Complex Structures requirements.
- Reviews and takes action as appropriate on inspection reports of supervising engineers and reports from testing agencies during construction of all new buildings.
- Conducts hearings concerning professional licenses when necessary, and issues or revokes said licenses.
- Meets with developers, contractors, architects, engineers, business and property owners, citizens and other community officials to review development plans and discuss permitting requirements or other issues.
- Performs administrative duties relating to personnel and budget management for the Inspection Services Division.
- Acts as the staff liaison for the Sign Review Board.
- Testifies before the Planning Commission, and Board of Appeals as necessary.

- Participates in meetings, dialogue and correspondence with local, national, and state organizations involving issues or questions on construction, fire, or zoning ordinance interpretation and enforcement.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and experience:**

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelors degree in architecture, engineering or a closely related field and eight years of progressively responsible experience in construction or fire code enforcement, of which three years must have been in a management/supervisory capacity utilizing team leadership skills. Master's degree may be substituted for two years of the non-management/supervisory experience. Must possess a driver's license valid in the State of Maryland. Must possess certification as a Building Official from the Council of American Building Officials (CABO) and certification as a Building Inspector, and as a Combination 1 & 2 Family Dwelling Code Inspector from the Building Officials and Code Administrators International (BOCA). Member of BOCA and/or NFPA preferred.

### **Preferred Knowledge, Skills, and Abilities:**

- Thorough knowledge of the principles of acceptable building construction and design, and fire sciences.
- Knowledge of national and local laws, ordinances and codes relative to the work.
- Knowledge of architectural, engineering, and construction principles and practices.
- Knowledge of fire protection principles and practices, and fire protection systems. Ability to read and interpret a variety of blueprints, site plans, landscape plans, architectural and structural drawings and interior space designs.
- Skill in negotiating and resolving conflicts relative to the work.
- Skill in management and team leadership.
- Skill in establishing and maintaining effective working relationships with consultants, property owners, residents, occupants, design professionals, other City employees, elected and appointed officials, and the general public, while under difficult and often contentious circumstances, which require the exercise of considerable tact and discretion.
- Ability to present ideas and provide information and explanations clearly and concisely, orally and in writing to groups and individuals in an accurate and clearly understandable way.
- Ability to manage multiple functions and projects in a satisfactory manner.